

Special Education Administrator
UTAH SPECIAL EDUCATION PROGRAM IMPROVEMENT PLANNING SYSTEM

2006-2007

LEA: _____ Administrator: _____

Interviewer: _____ Date: _____

Describe Child Find activities including outreach to private school and highly mobile students (i.e., migrant and homeless).

Describe consultation activities with representatives of private schools on child find and child count.

Describe collaboration and coordination activities with local department of health, Part C Program, on child find for infants and toddlers, ages birth through two.

What services are provided to private school students and home schooled students?

What procedures ensure confidentiality of student records?

Where are disciplinary information on students with disabilities maintained, including location of records?

Describe role in determining what services will be provided to a student who has been removed from school for more than 10 school days in the same school year for disciplinary reasons.

Describe interim alternative educational settings currently available for students with disabilities suspended or expelled from school for disciplinary reasons and for removals for weapons or drugs; or a student removed from school by a hearing officer due to substantial likelihood of injury to the student or to others. How often are settings used?

How are regular education/special education teacher, related services/other provider informed of their respective responsibilities in implementing the IEP and accommodations, modifications, and supports provided for the student?

Describe the variety of educational programs/services available to students with disabilities in your district.

How are decisions for placement in more restrictive settings outside the neighborhood school made?

How is it ensured that each student with disabilities participates with non-disabled students to the maximum extent appropriate to their needs in nonacademic and extra curricular services and activities?

Describe ESY services. What, who, how, when?

How are professional development needs of teachers and paraeducators in the district/charter school determined?

What is LEA's comprehensive system of personnel development (CSPD)?

To what extent does the CSPD plan include USOE and/or UPDC staff, conferences, workshops or other training activities?

Describe the process for overseeing the caseloads of special education.

What teachers specifically are over caseload limits now?

Who is on the local LRBI committee? How often does it meet?

How is training provided for staff on behavior procedures selected for specific students? Who trains paraeducators?

Is staff trained to use emergency procedures? (such as Mandt)

District director to show copies of emergency contact forms during interview.

What teachers/related service provider are without required license and endorsements for their assignments?

What unfilled needs in what kinds of positions are needed for the current school year?

Describe participation and performance on statewide assessments.

Describe coordination with district testing department and schools to ensure that student with disabilities take tests with appropriate accommodations as stated in IEP.